

EMERGENCY MEDICAL SERVICES ASSISTANT DIRECTOR - 6325

General Definition of Work:

Performs complex advanced technical work assisting the Emergency Medical Services Director and performing quality management. Complex advanced technical work related to the administration and daily operation of the emergency medical services program and performing the duties of an Emergency Medical Technician-Paramedic. Work is performed under the general supervision of the Director of Emergency Services. Supervision is exercised over emergency services personnel.

Essential Functions/Typical Tasks:

Assisting with directing emergency service programs; driving; preparing reports; and preparing and maintaining appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Responsible for employment, directing, training, and evaluating staff with substantial influence in employment decisions.
- Serves in designated or appointed incident command system position when required.
- Responds to emergency and non-emergency calls involving medical conditions, trauma conditions, and support operations performing related duties of a paramedic and supervises scene management, rescue and patient care, and transport.
- Monitors field treatment by advanced life support personnel and provides additional training as needed.
- Reviews and monitors treatment protocols; monitors NCOEMS for rule changes and new procedures.
- Serves as Infection Control Officer, as EMS System Administrator for the purpose of CIS and PREMIS responsibilities required by the NC Office of EMS, as Specialty Team Operations Overseer, as special events manager, and on designated committees.
- Assists with the day to day field operations, the review and update of administrative operating procedures, and long term planning, cost management, and budget preparation.
- Processes, schedules, and monitors leave requests, completes work schedules, and reviews call reports.
- Serves as hospital committees (trauma, stroke, cardiac, and resuscitation) liaison and Fire Association/First Responder liaison.
- Procures EMS equipment according to specifications.
- Ensures fleet and stretcher maintenance completed.
- Performs quality management activities.
- Performs the duties of EMS Director as required.
- Performs related tasks and appointed responsibilities as required.

Knowledge, Skills and Abilities:

Thorough knowledge of emergency medical services training and quality management programs, practices, and procedures; of emergency medical treatment and advanced life support methods, procedures, and equipment; of laws and regulations pertaining to emergency medical services. Ability to plan effective programs; to express ideas effectively, orally and in writing; and to establish and maintain effective working relationships with medical agencies, associates, subordinates and the general public.

Education and Experience:

Requires graduation from an appropriately accredited college or university with an associate's degree in Emergency Medical Care or related field, North Carolina Emergency Medical Technician - Paramedic Credential issued by the North Carolina Office of Emergency Medical Services, completion of EMS Management Training Institute or equivalent, National Incident Management System Incident Command System IS-400 training, completion of FEMA Professional Development Series program, and extensive experience in emergency medical services including considerable supervisory and training experience. Initial Hazardous Materials training at the Operations level required. An equivalent combination of education, training, and experience may be considered.

Physical Requirements:

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 75 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to blood borne and airborne pathogens and may be required to wear specialized personal protective equipment.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina. Possession of all certifications for positions as required by the State of North Carolina and the department. Position is a safety-sensitive position as defined by the Drug Free Workplace Policy.

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